



## **STAFF OFFICER I**

### **Characteristics of Work**

This is technical or administrative work in assisting an administrative superior in formulating, directing, and coordinating a wide variety of a Bureau's functional areas of work. Thorough knowledge is required of the operation of the agency as well as considerable knowledge in the Bureau methods and procedures which related to the functional areas of work assigned. The work includes responsibility for analyzing administrative problems and requires the exercise of a high degree of independent judgement in the interpretation, application and enforcement of statutes, rules, regulations, and policies. The incumbent establishes objectives, standards, and control measures within the context of broad, general policy guidelines for a program having significant statewide or regional impact. The incumbent also assists the Bureau Director in determining major policy and provides input into other significant agency operations. Contacts outside the immediate agency require tact and diplomacy in discussing important and controversial subject matter. Employees work under the general supervision of the Bureau Director. Supervision may be exercised over subordinate staff but is not required.

### **Examples of Work**

**Examples of work performed in this classification include, but are not limited to, the following:**

Coordinates major projects.

Represents the interests of a Bureau and its programs with other institutions, state officials, and the general public.

Reviews the work of the various sections, branches, and field offices; coordinates their activities and advises them on matters of policy and administration.

Recommends needed regulations, policies and procedures for proper administration of programs.

Maintains liaison with other agencies, divisions or departments of municipal, county, state and federal government.

Participates in fiscal accounting and budgeting activities.

Gives administrative leadership to programs within a Bureau.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.

May act in the place of the Bureau Director in his/her absence.

Performs related or similar duties as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Coordinates projects and activities.
2. Makes recommendations and provides leadership for program administration.
3. Maintains effective public relations.
4. Performs special duties as necessary.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

**Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Five (5) years of special experience defined below, two (2) years of which must have been in line or functional administrative or advanced supervision;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative or advanced supervision.

**Special Experience:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.